

Fulbright References

Ask prospective referees for their support well in advance of the application deadline, and provide all the necessary information in good time, i.e. *at least* three weeks in advance. Please ask them to upload (or email a draft to me) a letter before the on-campus deadline so it can be considered during the committee evaluation.

Provide your referees with a copy of your project and personal statements and a copy of the "Instructions for Referees" or link to the online instructions.

Remind your referees that they must submit their letters electronically. Contact them once you have registered them to make sure they have received the email from Embark with instructions. Also, remind them that once they submit their letter, they will be able to access it for their records but NOT edit it.

In the Embark Fulbright Online Application System, you must register your referees and language evaluator(s) since they must submit the reference or language evaluation electronically. Be sure to let the referee know this process and ask them to check their email for an email from "Embark Online Recommendations."

Steps for handling your references when using the Online Application:

- Make sure that your referee knows that you have registered them for online submission of the reference.
- *Register your referees.* In Step F of the online application, click the "Register Referee/ Evaluator" button and complete contact information for the evaluator. This registration will generate an email to the evaluator which will give him/her instructions on how to complete the form electronically. Referees must complete and submit references at any time prior to 5:00 p.m., Eastern Time on October 17, 2011.
- *Check the status of your references frequently.* You may view the status of the references from registered referees at any time by logging into the online application and going to *Step F: Reference/Evaluation*. You will be informed by email when a registered referee submits an online reference on your behalf.
- If a registered referee did not receive the registration email or loses their login information, contact Technical Support via email from the Online Application.
- If a registered referee cannot or will not submit a reference online, you can delete the referee and register a new referee. If you are enrolled, discuss other options with your Fulbright Program Adviser.

You will note that the referees are registered based on the type of grant for which you are applying—Study/Research or ETA. *It is important that you take care and register the referee for the correct form.*

Please keep in mind that a Fulbright recommendation letter for a research grant should address:

The student's intellectual merit and strength of character
 The significance of the project within the student's field and beyond
 The student's preparedness to undertake the project
 The feasibility of the project's completion within the grant year
 The necessity to complete this project abroad
 The student's ability adapt to a foreign culture and to represent the United States while abroad

The ETA form addresses:

The student's ability to express themselves competently and clearly in English, orally and in writing
 The student's candidate teaching or mentoring abilities
 The student's abilities relative to working in unstructured situations
 The student's ability to interact with others in an unfamiliar situation or different cultural environment.

Give your referees the tools they need to speak to these criteria – feel free to ask them to highlight certain aspects of your materials. Choose a range of referees so that each factor can be addressed by at least one faculty member.